

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

30 September 1955

MEMORANDUM FOR THE RECORD

SUBJECT: OCR Area Records Officer

This memorandum is to document requests for Records Center information and services emanating from OCR personnel other than the Area Records Officer. A number of such requests have been received and the purpose of this memo is to establish the extent of the Area Records Officer's failure to publicize the program as well as the part he should be playing in it.

25X1A9a 1. On 27 September a [REDACTED] of the Library, under 25X1A9a
Mr. [REDACTED] requested a job number, stating that she had
approximately 5 boxes to forward to the Center. I gave
her the number but suggested that in the future she re-
25X1A9a quest numbers from Mr. [REDACTED] I also asked that she in-
form him that she had obtained the number from me.

2. On 28 September Mr. [REDACTED] called to ask if we 25X1A9a
could help them out with respect to storing 500,000 tabu-
lating cards which could not be destroyed but which were
inactive. He had been referred to me by [REDACTED] after 25X1A9a
first asking him if storage arrangements could be made at
the Repository. I told him that we could store the material
at the Records Center and that any additional information
as to packaging and labeling should be obtained from
25X1A9a Mr. [REDACTED].

25X1A9a
[REDACTED]